



Environmental Health & Safety Administrator

Management Range: I4

Board Approved: 04/13/2023

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under the general supervision of the appropriate administrator, the Environmental Health & Safety Administrator plans, organizes, oversees, manages, coordinates, and administers the environmental and occupational health, safety and loss control management programs and activities of the San Bernardino Community College District.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Oversees, manages, coordinates, and administers a comprehensive environmental and occupational health, safety, and loss control management program.
2. In collaboration with the Police Department, develops and implements the District's disaster, emergency preparedness and response program and activities; assists in the development and revision of the District Emergency Operations plan as required.
3. Develops, implements, and promotes the District's environmental and occupational health, safety, and loss control management programs; monitors and evaluates the District's environmental and occupational health, safety management programs to ensure compliance with CAL OSHA/ASHA and related regulations.
4. Evaluates working conditions and operational practices and inspects District facilities and equipment to identify environmental, occupational health and safety hazards and other violations follows-up with location administrators regarding the timely correction of noted violations.
5. Performs investigations and responds to all complaints, accidents, and incidents independently and in coordination with other regulatory agencies as required; identifies, reports, and provides solutions to management and/or human resources regarding employee environmental and occupational health, safety, and loss control programs and regulatory compliances.
6. Collaborates with management to review accidents, hazard complaints, incidents reports, injuries and near misses and investigates causes; identifies areas of high injury and accident rated and develops safety programs to address them.
7. Develops, coordinates, facilitates, and conducts all environmental and occupational health, safety, and related training, including mandated training programs in compliance with local, state, and federal laws.
8. Collaborates with the Police Department to coordinate, facilitate, and conduct all disaster, emergency preparedness and response related training, workshops, and seminars for staff, faculty, and students.
9. Develops educational, technical and promotional materials such as posters, brochures, newsletters, to create and increase the District's environmental, health, safety, and emergency preparedness awareness; maintains the District's Environmental, Health and Safety website; develops web-based communications systems for dissemination of environmental health and safety information.



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10. In coordination with the appropriate administrator, prepares, recommends and implements budgets for disaster and safety-related equipment and supplies; advises on the development of specifications for purchases; maintains inventory and periodically checks the operation and use of equipment to ensure performance and conformance with District standards.
11. Assists managers in conducting job hazard analysis and works with managers and employees to correct safety violations and hazards.
12. Administers a hazardous materials program including waste minimization procedures; reviews chemicals used by the District; in conjunction with the campus, administrative services, District facilities and District Police, coordinates the first responder clean-up for hazardous waste spills/incidents; provides technical guidance in the clean-up and removal of hazardous materials/waste; ensures hazardous waste and surplus chemicals are disposed of in compliance with local and state regulations; prepares waste regulatory reports as required.
13. Collaborates with the Police Department to identify availability of state and federal funds; researches, prepares, and assists in writing grant proposals and reports.
14. In collaboration with the Police department, participates in the assignment of campus/District Office Community Emergency Response Training (CERT) teams and building captains for each site; coordinates and facilitates training and exercises.
15. Collaborates with the Police Department to identify external disaster/emergency preparedness resources and builds relationship with external stakeholders and advocates for those resources for the District.
16. Advises management on technical and administrative matters related to environmental and occupational health, safety and risk/loss management, disaster, emergency preparedness, and response management programs.
17. In coordination with the appropriate administrator, oversees and manages loss control/safety, incident management system (IMS)/ learning management system (LMS) software, safety data sheet (SDS) and safety training database vendors, reconciles invoices and initiates payments for contacted services rendered.
18. Serves on the District's Safety Committee; participates as needed in campus Safety Committee meetings.
19. Participates in agency-wide department and project meetings and construction meetings to review designs and activities associated with District facilitates and projects; attends conferences, trainings and seminars to keep abreast of industry practices, trends, health, safety, loss control legislative and regulatory changes; evaluates implications for District policies, programs and operations and recommends changes to ensure compliance.
20. Serves as the liaison with governmental and regulatory agencies; anticipates, prevents, and resolves conflicts and complaints; responds to sensitive inquiries.
21. Performs related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services, and activities of an environmental and occupational



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- health, safety and loss control management program.
- Operational characteristics, services, and activities of a disaster and emergency preparedness program.
- Principles and practices of environmental, occupational health, safety, and loss control management.
- Principles, practices, methods and techniques of training.
- Methods and techniques of accident reporting and investigations.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation
- Pertinent federal, state and local laws, codes and regulations relating to environmental, occupational health, safety, and loss control management.

Ability to:

- Oversee and participate in the management of a comprehensive environmental, occupational health, safety, and loss control management program.
- Oversee, direct, and coordinate the work of lower level staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions implement recommendations in support of goals.
- Interpret and apply California Education Code, Title 5, federal state, and local policies, laws and regulations related to environmental, occupational health, safety, and loss control management.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they related to environmental, occupational health, safety, loss control management functions and operations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

- A Bachelor's degree from an accredited institution in environmental, occupational health or safety, business, public administration, science, engineering or related field.

Required Experience:

- Two (2) years of experience in environmental, occupational health, safety, and risk/loss control management.

Equivalency Provision:

- In the absence of a Bachelor's degree from an accredited institution in environmental, occupational health or safety, business, public administration, science, engineering



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or related field, sixty (60) semester units from an accredited institution and four (4) years of experience in environmental, occupational health, safety, and risk/loss control management is qualifying.

License and Certification:

- Current and valid California driver's license and ability to maintain insurability under the District's vehicle insurance policy.

Preferred Experience:

- Possession of HAZWOPER certification, OSHA outreach trainer/10 & 30-hour certification in general industries or construction, Associate/Certified Safety Professional (ASP/CSP), Certified Risk/Loss Control Manager (CRM), Certified Asbestos, Site Surveillance Technician (CSST), Certified Asbestos Consultant (CAC), EPA Lead-Paint Renovator, Department of Public Health State Certified Lead-Paint Certifications and/or equivalent certifications or registrations.
- Experience in the California Community College environment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. Occasional exposure to risks controlled by safety precautions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 30 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.